



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
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MERIT
AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ANG 22-093

OPENING DATE: 18 Nov 2021

CLOSING DATE: 6 Dec 2021

RANK/GRADE: Lt Col/O-5

POSITION TITLE: Financial Manager

AFSC: 65FX

DUTY LOCATION: 148th Fighter Wing, Duluth, MN

SELECTING OFFICIAL: Col Curtis Grayson, Comm: 218-788-7821 or DSN: 825-7821

WHO MAY APPLY: OFFICER (Lt Col/O-5 and Below) are eligible to apply. At this time the rank of Lt Col/O-5 may not be available; however, future promotion to Lt Col/O-5 is possible without further competition. Members with higher rank then identified are eligible to apply, but may be required to take a reduction in rank should they be selected. The military grade of the supervisor must equal or exceed the grade of the personnel supervised. **For Merit Announcements, eligibility is limited to personnel currently assigned to the 148th Fighter Wing, Minnesota Air National Guard who are serving permanent Active Guard/Reserve (AGR) tours.** Members must remain in the position to which initially assigned for a minimum of 24 months. Waivers may be approved in exceptional circumstances by TAG.

REMARKS: Acceptance of an AGR Position will result in termination of Selected Reserve bonuses. Member selected will not be accessed until incumbent vacates position. Promotion to Lt Col/O-5 is subject to eligibility and a valid UMD position and control grade. For positions requiring the operation of motor vehicles, candidates must have a valid state driver's license for the state in which they live or are principally employed. For positions requiring a security clearance (Secret or Top Secret) the applicant must possess or be able to obtain a clearance within one year of appointment. *For initial hire or merit promotion consideration, the applicant must meet the Comptroller position's required Series qualifications. As a condition of continued Title 32 Excepted Service GS-0505-13 employment, the expert Comptroller incumbent must obtain the required Level Three Financial Management Program Certification **within two years**, from his or her initial Title 32 Excepted Service hire appointment date or merit promotion date, and maintain this certification in accordance with the Financial Management program.*

DUTIES AND RESPONSIBILITIES This position is located at an Air National Guard Wing/Base. Its purpose is to serve as the Chief Financial Officer for the installation and dissimilar geographically separated units, with responsibility for managing all funds through fiscal reporting and financial advisory services, to include budget formulation and execution, travel and commercial accounting, military and civilian payrolls, and financial systems applications. The incumbent serves as the Assistant United States Property and Fiscal Officer for Air (Fiscal), the installation funds Certification Officer, the organizing and directing member of the Financial Management Board, and the Wing Commander's focal point for highly sensitive military and civilian entitlement issues. Operates as a full partner with the Wing Commander, the Senior Management Staff, and GSU Commanders in planning, implementing, and executing the financial programs directly associated with the objectives of the Adjutant General's Department and accomplishment of federal military and state support missions. Functions include the receipt, accounting, collection, safeguarding, and disbursement of government appropriated funds, and the likewise oversight authority and management of non-appropriated funds. As an agent for the U.S. Treasury, the incumbent is responsible for maintaining compliance with all regulatory and legal requirements; the overall integrity of accounting data; full disclosure of accounting information; sound reporting methods; analytical interpretation of the organization's financial posture and solvency; and implementation, operation, and maintenance of the budget, accounting, payroll, and other financial systems. Directs the financial management policy in support of the Air National Guard installation to include dissimilar geographically separated units. As the Assistant United States Property and Fiscal Officer for Air (Fiscal), holds statutory authority and responsibility for the proper obligation, accounting, disbursement, and administrative control of all Federal funds allocated to the installation. Determines the impact and implements courses of action regarding projected DOD, OSD, USAF, NGB, Inter-Service, and non-DoD federal government programs that affect Air National Guard plans, policies, and missions. Problem resolution extends beyond fiscal management and requires internal synchronization, the coordination of external offices at all base command levels, and the involvement of financial entities outside the base. Serves as the principal financial advisor and technical expert to the Wing Commander, Senior Management Staff, GSU Commanders, and the Financial Management Board. Provides financial advisory services that contribute substantially to the plans, policies, decisions, and objectives of senior management. Comprehends the unique mission, philosophy, and concepts of operation of commands or divisions subordinate to the Wing Commander in order to guarantee the financial success of related programs. Maintains a high level of mission awareness by regularly attending staff meetings, formal briefings, and spontaneous informal sessions chaired or called by the Wing Commander. Represents the Wing at nationwide financial meetings, conferences,

seminars, and workshops to determine the impact of Higher Headquarters decisions on local programs. Provides advice to management to facilitate decisions regarding the extent of federal financial support for permanent and temporary civilian employment, unit flying requirements, real property maintenance and services (including environmental), logistics and administrative support, base security and firefighting capabilities, medical and counter narcotics programs, ancillary and specialty training, military clothing and subsistence, and discretionary funding levels for travel, general supplies and equipment, information technology equipment and communications, and other contract services. Analyzes deficiencies and recommends to the Wing Commander and Senior Management Staff the direction or alternatives to correct or achieve desired funding levels or actions. Explains, illustrates, and ensures the relevance, accuracy, and timeliness of financial management products briefed to senior management. Exercises dual fiduciary responsibilities to the Wing Commander and the United States Property and Fiscal Officer and implements actions to be taken on the use of federal financial resources in assuring the objectives of the Wing Commander and Adjutant General's Department are fully received, considered, and finalized. Functions as the Assistant United States Property and Fiscal Officer for Air(Fiscal) under ANGI 36-2, the accounting station's Certification Officer under the provisions of the Certification Officers Act of 1996, and as an agent of the US Treasury for all ANG federal disbursements and the associated pecuniary liabilities thereof. Incumbent is responsible for interpretation and implementation of all Comptroller General decisions as to the legality, propriety, and solvency of all payments and entitlements, and for ensuring all expenditures are in compliance with federal statutes. Implements sufficient internal controls that preclude Anti-Deficiency Act violations or obligations above the stated annual or multi-annual authorities, limitations, and dollar thresholds. Researches, determines, and advises management regarding the use of non-appropriated funds when applicable. Ensures the proper documentation, accounting, and auditability of non-appropriated funds, and their traceability to the United States Property and Fiscal Officer as required in accordance with Air Force instructions or applicable state laws. Directs and monitors the development, compilation, review, and submission of the annual financial plan, and conversion financial plans on an as-required basis. Provides reliable fiscal and managerial data or information for short-term and long-range plans by analysis of mission requirements, rates of expenditure, programmatic and unforeseen changes, and funded or unfunded requirements. Assessments and validity checks are based not only in terms of current year financial operations, but also with regard to the soundness of financial planning for future operations. Funding and procedural information is broad in scope and plays a significant role in ongoing Wing/GSU operation and maintenance, training, construction, and all other investment proposals finalized by the Wing Commander. Perspectives and advice contribute substantially to management's ability to train and equip assigned personnel in light of dynamic or evolving financial environments. The working results of the wing financial management program affect the overall outcome of Wing/GSU missions, contingency operations, unit deployments and exercises, and readiness or compliance inspections levied by USAF MAJCOM Inspector General's offices and other auditing agencies. Provides leadership to senior-level committees and task groups. Initiates, briefs, and documents the Financial Management Board, and supervises the annual distribution of financial resources, submission of budget execution reviews, financial plan submissions, and end-of-year closeout as required under the Resource Management System (RMS). Monitors financial, trend analyses, and progress reporting, and evaluates the procedures and timelines related to such responsibilities on a periodic, but systematic basis. Manages funding and workday availability in conjunction with other agencies on joint taskings, projects, exercises, and deployments. Reviews, recommends, and implements new or improved financial techniques and training due to revised policies or management turnover. Collaborates with the Wing Commander and management in the planning and development of short-term and long-term strategies for implementation of the Wing Strategic Plan, and in preparation for readiness or compliance inspections, evaluations, audits, and staff assistance visits. Represents and speaks on behalf of the Wing Commander and USPFO with regard to ANG Financial Management issues with representatives of the National Guard Bureau, the Adjutant General's Department, other military components, state/local governments, businesses and other public/private groups, or organizations and persons having an interest in the financial programs of the Wing. Coordinates fiscal activities across agency lines e.g., the Defense Finance and Accounting Service, MAJCOMs, other DoD, and non-DoD government agencies. Maintains direct contact with NGB staff and ANG counterparts to resolve issues affecting fiscal programs and to ensure timely exchange of pertinent, technical, managerial, and/or mission information. May serve as an investigating officer, IG inspector, or Professional Continuing Education instructor on behalf of the National Guard Bureau for brief or extended periods of time. Interprets, implements, and administers laws, procedures, regulations, and directives pertaining to various Air National Guard stand-alone, networked, or web-based financial systems, including Budget, Accounting, and Entitlement Disbursing. As the Assistant United States Property and Fiscal Officer for Air (Fiscal), establishes and implements policies as the National Guard Bureau's focal point for financial audits and Internal Management Control Reviews requiring compliance at every command level within the organization. Serves as the Wing Commander's focal point for sensitive entitlement issues. Responsible for implementing and finalizing risk management programs in order to train Senior Management and intensify fraud awareness. Increases management's recognition of potential fraud, waste, and abuse by identifying the steps necessary to prevent such deficiencies and to guarantee the proper and economic management of financial resources issued by the National Guard Bureau via the United States Property and Fiscal Officer. Assures that management obtains the maximum benefit from the financial resources obtained without compromising mission efficiency, safety, higher headquarters guidance, and fiscal law. Serves as an agent of the US Treasury in the receipt, safeguarding, accountability, and disbursement of vendor payments, travel reimbursements, and pay entitlements in accordance with a wide variety of laws and precedents, including the Code of Federal Regulations, Comptroller General Decisions, DoD instructions, Air Force instructions and manuals, and Air National Guard instructions, manuals, and guidance. Manages the issuance of cash, checks, electronic funds transfers (EFT), and the disposition of supporting documents in payment of valid obligations of the U.S. Government. Ensures prompt, accurate, and correct payment to civilian and military personnel, travelers on temporary duty (TDY), commercial vendors, private contractors, and interdepartmental DoD agencies. Provides for appointment and training of subordinate agents through the United States Property and Fiscal Officer in order to collect, certify, and disburse public funds as delegated. Directs budget formulation and execution through the use of an integrated financial management and reporting system. This includes accounting and managerial financial reports and software that furnish timely data used in the direction, evaluation, and control of financial and non-financial operations at all levels of management. Transmits to the Wing Commander and Senior Management Staff the end-products of the budgeting, accounting, pay, and managerial-financial reporting systems to compare actual performance with planned objectives and to interpret integrated plans, budget proposals, costs of operations, and program accomplishments. Partners with the Wing Commander in maintaining the proper balance between competing senior managers and missions, and assures that the available resources will permit the attainment of program objectives with minimal cost and maximum efficiency. Directs the operation and maintenance of the local budget and accounting systems and interfaces with other management systems, including the Standard Base Supply System, the Standard Procurement System, the Defense Civilian Pay System, and the

host Automated Business Services System. Ensures the maintenance of general, subsidiary and memorandum ledgers, and files disposition using standard information management systems. Establishes accounting subroutines and interface processes for use by installation and serviced activities, including the Micro-based Budget Accounting System, the Automated Business Services System, the Workday system, and Financial Management Intranet Services. Coordinates with the Defense Mega Center (DMC), DFAS Regional Sites, and host Stock Fund authorities regarding activities pertaining to accounting, payroll, and budget functions and systems. Ensures processing conflicts and interface problems are avoided or resolved. Serves as the focal point for NGB on all Workday Program matters. Directs the Air National Guard Workday Program for the installation and dissimilar geographically separated units, which requires a broad cross-functional knowledge in Training Management and ensures that bona fide ANG training requirements are met. Ensures workdays are properly distributed and executed to achieve maximum mission effectiveness. Advises Wing Commander, Senior Management, the Financial Management Board, and the United States Property and Fiscal Officer on the status of the Workday Program quarterly or on-demand. Monitors the operation of financial systems used to support the workday accounting, military pay, and special orders publication for continuity. Ensures technician time and attendance records are audited, documented, and filed to prevent, detect, and correct instances of dual compensation. Responsible for the administration of the Government Travel Card Program at the installation and dissimilar geographically separated units. Establishes and implements travel card procedures and coordinates the resolution of travel card issues with commanders at all levels and with the government travel card contractor. Ensures full implementation of DoD, SAF, and NGB guidance concerning application processing, program administration, the identification of delinquencies and potential abuse, and the training of commanders and other subordinate agency program coordinators in the interpretation of travel card management products and web-based access and navigation of card-related systems. Responsible for the overall management and control of the Quality Assurance Program (QAP) within the Financial Management office. Ensures sufficient Quality Assurance and Internal Controls are in place and in accordance with applicable regulations to preclude fraud and unauthorized use of assets, assure that financial records and reports are reliable, accurate, and timely, provide for adequate separation of financial duties, and ensure that all payroll accessibility audits are accomplished and documented. Maintains a comprehensive files disposition plan that provides quick, but secure access to required supporting documentation and other financial records. Plans, assigns, and supervises work to be accomplished by an organization consisting of 4 or more direct subordinates and 6 or more support employees in the grades of GS-05 to GS-11 and Active/Guard Reserve military grades up to Major, engaged in budgeting, accounting, payroll, or financial systems analysis. Sets priorities and prepares schedules for the completion of work. Assigns research, analysis, and other duties based on priorities, complexity, and other characteristics of the task. Sets performance standards and expectations. Monitors, reviews, evaluate, and documents employee performance. Assists personnel in reaching performance goals. Identifies developmental and training needs of employees and provides or obtains training. Inform subordinates of agency policies, programs, organizational goals, operating instructions, and administrative practices. Plans, develops, and publishes financial support policies, procedures, and goals consistent with higher command initiatives. Provides direction and supervisory guidance to subordinates as the basic ingredients of a comprehensive financial management program that contributes to the overall effectiveness of base operations and customer support. Promotes a high level of technical competence that enhances the quality and credibility of authoritative Advice provided to management. Maintains an effective position management program. Ensures position descriptions and standards are compatible with the performance of work. Conducts job interviews and recommends employees for appointment, promotion, reassignment, and other personnel actions. Reviews employee grievances and recommends disposition on unresolved personnel matters. Approves and disapproves leave requests. Coordinates labor relations and administer disciplinary or adverse actions. Promotes acceptance and adherence of programs such as Equal Employment Opportunity, Federal Women's Program, Physically Handicapped, Labor Management Relations, and other special emphasis programs. Performs other related duties as assigned.

CONDITIONS OF EMPLOYMENT & NOTES:

Applicable to Air National Guard GS-13 Comptroller Position ONLY:

"This is a Financial Management Level 3 Certified position IAW the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, Section 1599. Incumbent shall comply with the requirements of this certification program."

Certification Level 2: THIS IS A FINANCIAL MANAGEMENT Level 2 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, section 1051, amending 10 United States Code, section 1599d. Incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program. This certification requirement is a condition of employment for this position. Failure to obtain this certification within the required time may subject the incumbent to adverse action.

OTHER QUALIFICATION REQUIREMENTS

1. *Prior to appointment*, an applicant's military medical record must indicate a completed and current medical physical, medical profile, and completed/cleared drug test.
2. *Possess a valid state driver's license* to operate government motor vehicles, for the state in which the applicant/employee lives or is principally employed, in accordance with Army and Air Force Vehicle Operations Directives.
3. *Must possess or be able to obtain* the proper clearance type and level *within one year* of appointment according to Army or Air Force Personnel Security Program Management Directives.
4. *As a basis of continued employment/appointment* to a GS-0505 position, the DST employee must immediately obtain and maintain all compatible service specific *military skill requirements* in training and education.
5. *As a basis of continued employment/appointment* to a GS-0505 position, the DST employee must meet the position's required *military and civilian* financial management certifications into the dual status accounting position within *two years of initial hire date or promotion appointment date*.
6. *As a basis of continued employment/appointment* in the GS-0505 position, the DST employee must complete the requisite quantity of *CET* every two years to sustain the achieved certification level.

7. As a basis of continued employment/appointment in the GS-0505 position, the DST employee must complete the competency training and course work as defined on his or her Individual Development Plan.
8. The DST employee *must complete all required Financial Management Certification* continuing education and training hours; and, the employee, along with his or her applicable supervisor, must document and manage the employee's Individual Development Plan.
9. As a basis of continued employment/appointment in the GS-0505 position, the DST supervisory employee must monitor and track his or her FM employees' progress toward certifications; and, work with his or her JFHQ-State Human Resources Officer to take progressive discipline, as appropriate, so that his or her assigned FM members attain their certification levels within the required time periods.
10. The DST employee is subject to adverse actions, to include reassignment to a lower-grade, without pay or grade retention, and/or separation from federal service, if he or she fails to obtain the required Financial Management Certification and education requirements.
11. All certifications are documented in the automated Learning Management Systems, as directed by DoD, U.S. Department of the Army, U.S. Department of the Air Force, and/or NG Career Field Functional Manager.
12. As a basis of continued employment/appointment to the GS-0505 position, the dual status technician employee must have and maintain a current Network License according to Army or Air Force Directives, *Licensing Network Users and Certifying Network Professionals*.
13. In regard to changes in the DoD Financial Management Certification Program requirements and the resulting impacts of this program on the Title 32 Excepted Service employees' continued career employment, contact the applicable NGB Finance Program Career Field Functional Managers for guidance and updates.

HOW TO APPLY: Applicants must forward the forms listed below to arrive in the Human Resource Office no later than the Closing Date indicated above. E-mail applications to ng.mn.mnarnng.mbx.assets-hro@mail.mil subject line must read (AGR application 22-093 last name). **If possible, please scan packet in as a .SINGLE .pdf file.** If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application 22-093 Smith, 1 of 2). For questions, please call 651-282-4155 or email ng.mn.mnarnng.mbx.assets-hro@mail.mil. Also, for 148th Fighter Wing postings, you must email the selecting official to notify them that you have submitted your application to HRO, do NOT send your application to the selecting official.

REQUIRED:

- Complete page 2 of this announcement
- Attach a copy of your most current RIP/Multi-page Duty History from vMPF
- Two most recent EPRs
- Report of Individual Fitness (AFFMS) (AFFMS one page summary)

ANNOUNCEMENT NUMBER: ANG 22-093

MEMORANDUM FOR NGMN-PEH

Date: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ANG 22-093,

1. I request consideration for the above vacancy.
2. Copies of my most recent RIP and last two EPRs are attached.
3. My full-time Active Guard Reserve employment history, starting with the present, is as follows:

<u>Organization</u>	<u>Duty Position/AFSC</u>	<u>Dates of Employment</u>	<u>Supervisor</u>	<u>Phone Number</u>

4. I am qualified in the following AFSCs:

5. Highest civilian education completed: _____.
6. Most recent physical: Date _____
7. Where I can be contacted at: Home Phone _____ Work _____
8. Home Address: _____.
9. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law? (If yes attach a separate sheet fully explaining)
10. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 9? (If yes attach a separate sheet fully explaining)
11. Additional comments (you may include personal references):

Signature: _____

Name, Rank: _____

Position Title: _____

FORWARD APPLICATION TO: ng.mn.mnarnng.mbx.assets-hro@mail.mil

The Minnesota Department of Military Affairs is an Equal Opportunity Employer. All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability. If you have information or questions regarding this issue, please contact the Equal Employment Manager at 651-282-4472.